

SAN BERNARDINO COUNTY ELECTIONS OFFICE 2012 PRESIDENTIAL GENERAL ELECTION



SCHOOLS AND SPECIAL DISTRICTS CANDIDATE FILING GUIDE

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I. OVERVIEW OF FILING GUIDE

This 2012 Candidate Filing Guide is designed to provide filing information to potential candidates for the 2012 Presidential General Election in San Bernardino County. Please review this information carefully. The candidate filing process will be covered in detail-- from the first step as a potential candidate to becoming an officially filed candidate. The guide also provides relevant resources to ensure that your campaign is in compliance with election laws and regulations. The candidate filing period for the 2012 Presidential General Election is from July 16, 2012 to August 10, 2012.

The first section of the Candidate Filing Guide will help you determine the offices that will be elected in San Bernardino County, as well as the relevant information-- such as filing fees and candidate qualifications. Please note that the offices available for election in this guide are specific to the 2012 Presidential General Election.

The second section of the Candidate Filing Guide explains the Candidate Filing Process and the corresponding forms to be completed. This section includes how to complete your official filing; how to choose your name and title that will appear on the ballot with the *Declaration of Candidacy* and *Ballot Designation Worksheet forms*. This section will also provide the cost and guidelines for the *Candidate Statement* for candidates who choose to address the voters directly in the sample ballot.

As part of the candidate filing process, certain forms are required by the Fair Political Practices Commission, which the San Bernardino County Elections Office will provide you. These include the *Statement of Economic Interest Form 700*.

The final sections of the Candidate Filing Guide will provide important information regarding campaign signs, laws and regulations, services provided by the San Bernardino County Elections Office and a resource list. Further information may be found on the San Bernardino County Elections Office website at www.sbcountyelections.com or by calling (909) 387-8300 during regular business hours, Monday-Friday 8:00 am to 5:00 pm. You may also visit the San Bernardino County Elections Office at 777 E. Rialto Avenue San Bernardino, 92415.

While this guide is intended to be as informative as possible, it is general information only and is not intended to be used as a substitute for legal counsel. Employees of the San Bernardino County Elections Office are not permitted to answer questions of a legal nature. Additional information on candidate filing can be obtained by contacting the San Bernardino County Elections Office.

II. OFFICES UP FOR ELECTION

The San Bernardino County Elections Office can assist candidates in filing their candidacy with forms that candidates may obtain in person from our office or from our website.

Federal Elective Offices	# of seats available
President (4 years)	1
Vice President (4 years)	1
United States Senator (6 years)	1
United States Representative (2 years)	
8 th District	1
27 th District	1
31 st District	1
35 th District	1
39 th District	1
State Elective Offices	
State Senate (4 years)	
21 st District	1
23 rd District	1
25 th District	1
29 th District	1
State Assembly (2 years)	
33 rd District	1
36 th District	1
40 th District	1
41 st District	1
42 nd District	1
47 th District	1
52 nd District	1
55 th District	1
County Elective Offices	
Board of Supervisors (4 years)	
1 st District	1
3 rd District	1

II. OFFICES UP FOR ELECTION

Municipal Offices	# of seats available
City of Adelanto	
City Council Member	2
Town of Apple Valley	
Town Council Member	2
City of Barstow	
City Mayor	1
City Clerk	1
City Council Member	2
City Treasurer	1
City of Big Bear Lake	
City Council Member	2
City of Chino	
City Mayor	1
City Council Member	2
City of Chino Hills	
City Council Member	2
City of Colton	
City Clerk	1
City Council Member	
District 3	1
District 5	1
District 6	1
City Treasurer	1
City of Fontana	
City Council Member	2
City of Grand Terrace	
City Council Member	3
City of Hesperia	
City Council Member	2
City of Highland	
City Council Member	2
City of Montclair	
City Council Member	2

II. OFFICES UP FOR ELECTION

Municipal Offices (continued)	# of seats available
City of Needles	
City Mayor	1
City Council Member	3
City of Ontario	
City Clerk	1
City Council Member	2
City Treasurer	1
City of Rancho Cucamonga	
City Clerk	1
City Council Member	2
City Treasurer	1
City of Redlands	
City Clerk	1
City Council Member	2
City Treasurer	1
City of Rialto	
City Mayor	1
City Clerk	1
City Council Member	2
City Treasurer	1
City of Twentynine Palms	
City Council Member	2
City of Upland	
City Mayor	1
City Council Member	1
City Treasurer	1
City of Victorville	
City Council Member	3
City of Yucaipa	
City Council Member	3
Town of Yucca Valley	
Town Council Member	2

II. OFFICES UP FOR ELECTION

School Districts	# of seats available
San Bernardino County Board of Education	
Governing Board Member	
Area C	1
Area E	1
Adelanto School District	
Governing Board Member	2FT & 1ST
Alta Loma School District	
Governing Board Member	2
Apple Valley Unified School District	
Governing Board Member	2
Barstow Community College District	
Governing Board Member	3
Barstow Unified School District	
Governing Board Member	3
Bear Valley Unified School District	
Governing Board Member	3
Beaumont Unified School District (Shared with Riverside Co.)	
Governing Board Member	2
Central School District	
Governing Board Member	2FT & 1ST
Chaffey Joint Union High School District (Shared with LA Co.)	
Governing Board Member	2
Chino Valley Unified School District	
Governing Board Member	3
Colton Joint Unified School District (Shared with Riverside Co.)	
Governing Board Member	
Area 1	1
Area 2	1FT & 1ST
Area 3	1
Copper Mountain Community College District	
Governing Board Member	3
Cucamonga School District	
Governing Board Member	2
Etiwanda School District	
Governing Board Member	2FT & 1 ST

II. OFFICES UP FOR ELECTION

School Districts (continued)	# of seats available
Fontana Unified School District	
Governing Board Member	2
Helendale School District	
Governing Board Member	2FT & 1ST
Hesperia Unified School District	
Governing Board Member	2
Lucerne Valley Unified School District	
Governing Board Member	2
Morongo Unified School District	
Governing Board Member	3
Mountain View School District	
Governing Board Member	2
Mt. Baldy Joint School District (Shared with LA Co.)	
Governing Board Member	1
Muroc Joint Unified School District (Shared with Kern Co.)	
Governing Board Member	
Trustee Area 3 (D)	1
Needles Unified School District	
Governing Board Member	
Trustee Area 1	1ST
Trustee Area 2	2
Trustee Area 3	1
Ontario-Montclair School District	
Governing Board Member	2
Oro Grande School District	
Governing Board Member	1
Palo Verde Community College District (Shared with Riverside Co.)	
Governing Board Member	
Trustee Area 2	1
Redlands Unified School District	
Governing Board Member	3
Rialto Unified School District	
Governing Board Member	3

II. OFFICES UP FOR ELECTION

School Districts (continued)	# of seats available
Rim of the World Unified School District	
Governing Board Member	
Trustee Area 1	1
Trustee Area 2	1
Trustee Area 3	1
San Bernardino Comm. College Dist. (Shared with Riverside Co.)	
Governing Board Member	4
Sierra Sands Unified School District (Shared with Kern Co.)	
Governing Board Member	2
Silver Valley Unified School District	
Governing Board Member	
Trustee Area 2	1
Trustee Area 3	1
Snowline Joint Unified School District (Shared with LA Co.)	
Governing Board Member	2
Trona Joint Unified School District (Shared with Inyo Co.)	
Governing Board Member	2
Upland Unified School District	
Governing Board Member	2
Victor Elementary School District	
Governing Board Member	2
Victor Valley Community College District (Shared with LA Co.)	
Governing Board Member	2
Victor Valley Union High School District	
Governing Board Member	2FT & 1 ST
Yucaipa-Calimesa Joint Unified SD (Shared With Riverside Co.)	
Governing Board Member	3

II. OFFICES UP FOR ELECTION

Special Districts	# of seats available
Apple Valley Fire Protection District	
Director	3
Bear Valley Community Healthcare District	
Director	3FT & 1ST
Big Bear Airport District	
Director	3
Big Bear City Community Services District	
Director	2FT & 1ST
Big Bear Municipal Water District	
Director	
Division 4	1
Division 5	1
Big River Community Services District	
Director	3
Chino Basin Water Conservation District	
Director	
Division 2	1
Division 3	1ST
Division 4	1
Division 5	1
Division 6	1
Crestline-Lake Arrowhead Water Agency	
Division 2 (To Fill a Vacancy)	1
Cucamonga Valley Water District	
Director	3
East Kern Healthcare District (Shared with Kern Co.)	
Director	3FT & 1ST
Hesperia Recreation and Park District	
Director	2
Hi-Desert Memorial Healthcare District	
Director	3
Hi-Desert Water District	
Director	2

II. OFFICES UP FOR ELECTION

Special Districts (continued)	# of seats available
Indian Wells Valley Water District (Shared with Kern Co.)	
Director	3FT & 1ST
Inland Empire Utilities Agency	
Director	
Division 1	1
Division 5	1
Joshua Basin Water District	
Director	3FT & 1 ST
Mojave Water Agency	
Director	
Division 1	1
Division 3	1
Division 5	1
Division 7	1
Monte Vista Water District	
Director	3
Rand Communities Water District (Shared with Kern Co.)	
Director	2
Rubidoux Comm. Services Dist. (Shared with Riverside Co.)	
Director	3FT & 1ST
San Bernardino Mtn. Comm. Hospital District	
Director	2FT & 1ST
San Bernardino Valley Municipal Water District	
Director	
Division 1	1
Division 2 (Shared with Riverside County)	1
San Gorgonio Pass Water Agency (Shared with Riverside Co.)	
Director	
Division 1	1
At Large #1	1
Yermo Community Services District	
Director	2FT & 1ST
Yucaipa Valley Water District (Shared with Riverside Co.)	
Director	
Division 1	1
Division 4	1

II. OFFICES UP FOR ELECTION

A. ELIGIBILITY REQUIREMENTS FOR SCHOOL AND COLLEGE DISTRICTS

SCHOOL DISTRICT OFFICES

- Any person, regardless of gender, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. Education Code §35107(a)
- An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Education Code §35107(b)(1).

COLLEGE DISTRICTS

- Any person, regardless of gender, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications. Education Code §72103(a)
- An employee of a community college district may not be sworn into office as an elected or appointed member of that community college district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. Education Code §72103(b)(1)

SCHOOL AND COLLEGE DISTRICTS

- A candidate must be a registered voter in the district (and trustee area, if any) at the time that the declaration of candidacy is filed. A person may not file for more than one school or college district office at the same election. E.C. §10603(c)

II. OFFICES UP FOR ELECTION

B. ELIGIBILITY REQUIREMENTS FOR SPECIAL DISTRICTS

1. AIRPORT DISTRICTS

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Public Utilities Code §22401 and Government Code § 24001

2. COMMUNITY SERVICES DISTRICT

At the time nomination papers are issued, a candidate must be a registered voter of the district or division. Government Code §61040(b), & Public Resource Code §5784

At the time nomination papers are issued, a candidate must be a registered voter of the district or. A member of the board of directors shall not be the general manager, the district treasurer, or any other compensated employee of the district, except volunteer firefighter. Government Code §61040(b)(e)

3. CRESTLINE SANITATION

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Government Code §24001

4. FIRE PROTECTION DISTRICT

At the time nomination documents are issued, a candidate must be a registered voter residing within the district. Health and Safety Code §13841

5. HEALTH CARE DISTRICT

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Health and Safety Code §32100

6. RECREATION AND PARK DISTRICT

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Public Resource Code §5784

7. WATER DISTRICT – COUNTY

At the time nomination documents are issued, a candidate must be a registered voter residing within the district or division. Water Code §30500, §30735

8. WATER DISTRICT – MUNICIPAL

At the time nomination documents are issued, a candidate must be a registered voter residing within the division. Water Code §71501 & Government Code §24001

II. OFFICES UP FOR ELECTION

B. ELIGIBILITY REQUIREMENTS FOR SPECIAL DISTRICTS (continued)

9. WATER AGENCY

Directors shall be a registered voter within the district and if board elected by division, a registered voter within the division.

Crestline-Lake Arrowhead Water Agency
Bighorn Desert View Water Agency
Mojave Water Agency
San Gorgonio Pass Water Agency

Water Code App. §104-2
Water Code App. §112-5 & G.C. §24001
Water Code App. §97-4
Water Code App. §101-3

10. WATER CONSERVATION DISTRICTS

At the time nomination documents are issued, a candidate must be a qualified elector of the division and a registered voter.

Water Code §74200

II. OFFICES UP FOR ELECTION

C. NOTICE TO CANDIDATES REGARDING INCOMPATIBLE OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances in which holding more than one office are considered incompatible.

There is no single statute that defines “incompatibility of offices.” The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties.**

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilperson and school district board member where the city and the school district have territory in common;
2. Fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. Water district director and a city council member;
5. Water district director and a school district trustee having territory in common; and
6. Deputy Sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the California State Attorney General’s office at (916) 445-9555 or visit their website, www.ag.ca.gov. For further information about conflict of interest or incompatibility of offices, contact, the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free at (866) 275-3772.

II. OFFICES UP FOR ELECTION

D. Election Calendar

July 16 – Aug. 10, 2012	<p><u>Nomination period opens at 8:00 am</u> Candidates may pick up nomination documents either at the district office or at the San Bernardino County Elections Office of the Registrar of Voters.</p> <p><u>Nomination period closes at 5:00 pm</u> Candidates must submit their nomination documents at the San Bernardino County Elections Office of the Registrar of Voters.</p>
Aug. 10, 2012	<p><u>Last day to withdraw nomination documents</u> No candidate shall withdraw after this date for offices which do not have an extension period.</p>
Aug. 10, 2012	<p><u>Ballot designation</u> Last day candidates may request, in writing, a different ballot designation for this election.</p>
Aug. 11 – Aug. 15 2012	<p><u>Extension period</u> If an incumbent fails to file nomination documents by Aug 10th for his or her office, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file.</p>
Aug. 11 – Aug. 20 2012	<p><u>Public examination period</u> The San Bernardino County Elections Office of the Registrar of Voters shall make the candidate statements available for public examination for a period of 10 calendar days. During this period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction requiring any or all of the material in the statements to be amended or deleted.</p>
Aug. 16, 2012	<p><u>Random alphabet drawings</u> The Secretary of State will conduct a drawing of letters of the alphabet to determine the order in which candidates will appear on the ballot.</p>
Sept. 10 – Oct. 23, 2012	<p><u>Write-in nomination period opens at 8:00 am</u> Write-in candidates may pick up nomination documents at the San Bernardino County Elections Office of the Registrar of Voters.</p> <p><u>Write-in nomination period closes at 5:00 pm</u> Write-in candidates must submit their nomination documents at the San Bernardino County Elections Office of the Registrar of Voters.</p>
Sept. 27, 2012	<p><u>Voter Information Guide and Sample Ballot</u> First day of the mailing.</p>
Oct 5, 2012	<p><u>FPPC 1st pre-election statement due</u> First pre-election campaign disclosure statement covering the period of July 1, 2012 - September 30th, 2012</p>
Oct. 8, 2012	<p><u>Mail Ballots</u> First day mail ballots will be mailed.</p>
Oct. 8 – Nov. 6, 2012	<p><u>Early voting</u> Early votes may be cast at designated locations.</p>
Oct. 22, 2012	<p><u>Last day to register</u> Deadline to register to be eligible to vote in the November 6, 2012 General Election.</p>
Oct 25, 2012	<p><u>FPPC 2nd pre-election statement due</u> Second pre-election campaign disclosure statement covering the period of Oct 1, 2012 - Oct. 20th, 2012 is due.</p>
Nov. 6, 2012	<p><u>Election Day</u> The polls officially open at 7:00 am and close at 8:00 pm. Mail ballots may be returned to any polling place in San Bernardino County or at the Elections Office by 8:00 pm.</p>
Dec. 4, 2012	<p><u>Official canvass</u> Deadline for the San Bernardino County Elections Office of the Registrar of Voters to certify election results.</p>

III. FILING PROCESS

The candidate filing period for the 2012 Presidential General Election is July 16, 2012 to August 10, 2012; however, any potential candidate may begin the process before these dates. The following section explains the forms to complete and the steps to take after determining which office to seek for election.

A. Declaration of Candidacy Form (required)

The *Declaration of Candidacy* is a legal document that qualifies an individual to be placed on the ballot. The *Declaration of Candidacy* will be available at the start of the candidate filing period which begins on July 16, 2012, and must be filed by 5:00 pm, August 10, 2012. The name and ballot designation on the *Declaration of Candidacy* must match the *Ballot Designation Worksheet*.

B. Ballot Designation Worksheet (required)

The *Ballot Designation Worksheet* describes the current principal profession, vocation, occupation, or incumbency status of the candidate. A *Ballot Designation Worksheet*, as prescribed by the Secretary of State, is used to support the ballot designation.

[Elections Code §13107.3](#)

If the Elections Office determines that the ballot designation violates one of the restrictions, a new designation may be submitted by the candidate within three days of notice, but not after the final date for filing nomination papers. [Elections Code §13107\(c\)](#)

The *Ballot designation Worksheet* must be filed with the Elections Office at the same time as the *Declaration of Candidacy*. If a candidate fails to file a properly completed ballot designation worksheet, no designation will appear on the ballot.

[Elections Code §13107.3](#)

C. Guidelines for Selecting a Ballot Designation:

Ballot designations are restricted to the following:

1. No more than three words.
2. Limited to space allotted on the ballot, approximately 55 characters including spaces and punctuation.
3. Must appear on the declaration of candidacy at the time it is filed.
4. Become public record once the information is filed on the *Declaration of Candidacy form*.
5. **Cannot be changed after the final date to file nomination documents.**

The listing of a designation on the ballot is OPTIONAL. Only one of the following categories is allowed:

1. **Elective Office Title:** Words describing an elective office title may be used **IF** the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Example A: Governing Board Member

Example B: Board Member, XYZ School District

III. FILING PROCESS

2. **Incumbent:** The word **Incumbent** may be used **IF** the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.
3. **Appointed Incumbent:** The words **Appointed Incumbent** must be used **IF** the candidate was appointed to the office and is seeking election to that office. The word Appointed may also be used with the office title.

Example A: Appointed Incumbent

Example B: Appointed Board Member, XYZ School District

Example C: Board Member, XYZ School District, Appointed

Exception: Candidates appointed to office in lieu of an election **do not** have to use the word “appointed.”

4. **Principal Occupation:** No more than **three words** to either describe the current principal profession, vocation, or occupation of the candidate **or** the principal profession, vocations, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents. Geographical names are considered one word.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: CEO/Councilmember

5. **“Community Volunteer”** means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
 1. A charitable, educational, or religious organization as defined by the [United States Internal Revenue Code §501\(c\)\(3\)](#);
 2. A governmental agency; or
 3. An educational institution.

The activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.

[California Administrative Code § 20714.5 \(a\)\(b\)](#)

6. **No Occupation Desired:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the Declaration of Candidacy form.

Pursuant to [California Elections Code §13107\(b\)](#), the election official shall not accept a ballot designation if:

1. It would mislead the voter.
2. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. It abbreviates the word “retired” or places it following any word(s) that it modifies.

III. FILING PROCESS

4. It includes a word or prefix, such as “former” or “ex”, which means a prior status. The only exception is the use of the word “retired”.
5. It includes the name of any political party, whether or not it has qualified for the ballot.
6. It includes a word or words referring to a racial, religious or ethnic group.
7. It refers to any activity that is prohibited by law.

D. Review of Ballot Designation:

Candidates may review their own ballot designation, as well as that of other candidates, at the Elections Office during working hours: Monday through Friday from August 11 through August 20, or if the filing period is extended, the dates will be adjusted accordingly.

IV.CANDIDATE STATEMENT

The *Candidate Statement Form* indicates whether or not you wish to have a statement appear in the *Voter Information Guide and Sample Ballot*. It filed along with the *Declaration of Candidacy form* and includes a template and instructions for preparing and filing your statement.

A candidate statement is not required, but permitted if the candidate desires to file and pay the appropriate fee, which is based on the candidate's share of the prorated cost of the *Voter Information Guide and Sample Ballot*. If a candidate statement is not filed, the candidate will be asked to sign a waiver on the *Candidate Statement Form*. Candidate statements are confidential until the filing period ends, when they become public information.

Your Candidate Statement may be withdrawn, but not changed, during the filing period and until 5:00 p.m. of the next working day after the close of the filing period.

A. Preparing Candidate Statement Content

1. Statement format:

The statement shall be prepared on a form provided by the Elections Office or submitted on a separate paper document. A paper copy must be filed with the *Declaration of Candidacy form*.

The California Elections Code intends uniformity of appearance. Each statement must fit inside a half page square in the *Voter Information Guide and Sample Ballot* measuring 4.75" wide by 3.25" tall. All statements will be printed in type of uniform size and darkness, and with uniform spacing. Statements should be *TYPED* in upper and lower case, not all *CAPS*, single spaced, in block paragraph form (with no indentions).

Statements will be printed as submitted. Spelling, punctuation and grammatical errors ***will not*** be corrected by the Elections Office. **Candidates are therefore advised to carefully check their statements for such errors.** The Elections Office does have the authority to make formatting corrections or to strike any language that is not in compliance with the Elections Code.

2. Acceptable style and content:

The statement may include the name, age, and occupation of the candidate and a description of no more than 200 words, of the candidate's education and qualifications as expressed by the candidate.

3. Unacceptable style and content:

The statement is limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [Elections Code §13308](#)

Nothing in the candidate's statement shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any

IV.CANDIDATE STATEMENT

false, slanderous or libelous statements offered for printing or contained in the voter's pamphlet. [Elections Code §13307\(d\)](#)

Any candidate in an election who knowingly makes a false statement of a material fact in a candidate statement, prepared pursuant to [Elections Code 13307](#), with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1000).[Elections Code §18351](#)

The statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. [Elections Code §13307\(a\)\(1\)](#) and [Elections Code §13308](#).

4. Corrections and changes:

A cursory review of the candidate's statement will be done at the time of filing to ensure that the statement does not exceed the word count limit and is acceptable in both content and format. Corrections can be made at the time of filing. **Once the statement has been filed, it may not be changed by the candidate.**

5. Public examination period:

Elections Code §13313 allows for a ten day public examination period of all candidate statements prior to submittal for printing in the Voter Information Guide and Sample Ballot. During this period, the Elections Official, or any voter of the jurisdiction in which the election is being held, may seek a writ of mandate or an injunction requiring any or all of the material in the candidate statements to be amended or deleted.

IV.CANDIDATE STATEMENT

B. Candidate Statement Word Counting Rules

The following guidelines are for computing the word count for candidate statements. ***The title, occupation and age are not included in the word count***, only the statement text. The Office of the Registrar of Voters will make final determination.

TEXT	WORD COUNT
Punctuation	Free
Dictionary words ("I", "the", "and", "an", etc are counted as individual words)	One
Abbreviations/Acronyms (Examples: SBSU, PTS, U.S.M.C., S.B.P.D.)	One
Geographical name Examples: San Bernardino County of San Bernardino Victor Valley	One One Two
Numbers/Numerical Combinations/E-Mail Addresses: Digits (1, 10, or 100, etc) Spelled out (one, ten, or one hundred) 50%, 1/2, etc. Telephone numbers Internet/E-mail address (wwwsbcrov.com/jdoe@rov.sbcounty.gov)	One One for each word One One One
Number or letter used to identify a portion of text Examples: (1), (a) will be counted as one word	One
Dates: All digits (01/01/00) Words and digits (January 1, 2000)	One Two
Characters used in place of word or number (& or #)	One
Hyphenated words that appear in any generally available dictionary, printed in the United States within the past 10 years, shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words. Examples: mother-in-law one-half	One Two

If the text exceeds the word limit, the candidate must delete or change a sufficient number of words, or a sentence, to put the statement within the required word limit before the statement is filed.

IV.CANDIDATE STATEMENT

C. Example Of Candidate Statement Format

CANDIDATE FOR EXAMPLE OFFICE

SAMPLE DISTRICT

NAME: PAT DOE

AGE: 66

OCCUPATION: Fortune Teller/Comedian

FORMAT/CONTENT: This is an example of an acceptable format to be used in a candidate's statement of qualifications. The guidelines for the content of the statement are on the preceding page.

PARAGRAPHS: The candidate statement is printed in standard block paragraph form, which means each paragraph will start on the left and the margins will be justified (as shown in this example). No indentations are allowed. If a list is to be printed (clubs, accomplishments, goals, etc.), it will appear as shown in the following paragraph (numbering is optional and will be counted towards word count if used).

I belong to the following organizations: PTA; Chamber of Commerce; Zoological Society; Bridge Club. If elected, I will: 1) lower taxes; 2) increase services; 3) cure the common cold; 4) be your servant.

The Registrar of Voters will make necessary modifications to make the statement conform to these guidelines as well as to fit in the space allotted.

V. PAYMENT OF FEES FOR CANDIDATE STATEMENT

The San Bernardino County Elections Office estimates the total cost of printing, handling, translating, and mailing the candidate's statement, and includes costs incurred as a result of complying with the Voting Rights Act of 1965, as amended. This total is estimated and may increase or decrease.

Payment is required at the time the candidate's statement is filed. Cash cannot be accepted in the amount of \$100.00 or more. By County ordinance, a fee of \$22.5 will be charged for any check that is returned by the bank. In cases where difficulty has been experienced, future payments will only be accepted by cashier's check, money order, or cash if under \$100.00.

A. Table Of Estimated Cost for School Districts

SCHOOL DISTRICT	Voters	Estimated Cost \$.04 per Voter
San Bernardino County Board of Education (Vote By Trustee Area)	147,230	\$5,889
Area C – 1 full term	167,053	\$6,682
Area E – 1 full term		
Adelanto School District – 2 full and 1 short term	15,906	\$636
Alta Loma School District – 2 full term	32,291	\$1,292
Apple Valley Unified School District – 2 full term	38,724	\$1,549
Barstow Community College District – 3 full term	15,116	\$605
Barstow Unified School District – 3 full term	12,643	\$506
Bear Valley Unified School District – 3 full term	9,914	\$397
Beaumont Unified School District – 2 full term (shared w/Riverside Co.)	1	\$250
Central School District – 2 full and 1 short term	18,449	\$738
Chaffey Joint Union High School District – 2 full term (shared w/Los Angeles Co.)	163,848	\$6,554
Chino Valley Unified School District – 3 full term	75,930	\$3,037
Colton Joint Unified School District (Vote At Large) (shared w/Riverside Co.)	41,894	\$1,676
Area 1 – 1 full term		
Area 2 – 1 full and 1 short term		
Area 3 – 1 full term		
Copper Mountain Community College District – 3 full term	24,650	\$986
Cucamonga School District – 2 full term	9,894	\$396
Etiwanda School District – 2 full term and 1 short term	41,194	\$1,648
Fontana Unified School District – 2 full term	52,695	\$2,108
Helendale School District – 2 full and 1 short term	3,108	\$250
Hesperia Unified School District – 2 full term	39,169	\$1,567
Lucerne Valley Unified School District – 2 full term	2,882	\$250
Morongo Unified School District – 3 full term	24,650	\$986

V. PAYMENT OF FEES FOR CANDIDATE STATEMENT

SCHOOL DISTRICT	Voters	Estimated Cost \$.04 per Voter
Mountain View School District – 2 full term	8,711	\$348
Mt. Baldy Joint School District – 1 full term (shared w/Los Angeles Co.)	269	\$250
Muroc Joint Unified School District (Vote At Large) (shared w/Kern Co.) Trustee Area 3 (D) 1 full term	15	\$250
Needles Unified School District (Vote At Large) Trustee Area 1 – 1 short term Trustee Area 2 – 2 full term Trustee Area 3 – 1 full term	2597	\$250
Ontario-Montclair School District – 2 full term	53,040	\$2,122
Oro Grande School District – 1 full term	361	\$250
Palo Verde Community College District (Vote By Trustee Area) (shared w/Riverside Co.) Trustee Area 2 – 1 full term	2,597	\$250
Redlands Unified School District – 3 full term	63,673	\$2,547
Rialto Unified School District – 3 full term	44,731	\$1,789
Rim of the World Unified School District (Vote At Large) Trustee Area 1 – 1 full term Trustee Area 2 – 1 full term Trustee Area 3 – 1 full term	15,749	\$630
San Bernardino Community College District – 4 full term (shared w/Riverside Co.)	290,729	\$11,629
Sierra Sands Unified School District – 2 full term (shared w/Kern Co.)	152	\$250
Silver Valley Unified School District (Vote At Large) Trustee Area 2 – 1 full term Trustee Area 3 – 1 full term	2309	\$250
Snowline Joint Unified School District – 2 full term (shared w/Los Angeles Co.)	17,955	\$718
Trona Joint Unified School District – 2 full term (shared w/Inyo Co.)	733	\$250
Upland Unified School District – 2 full term	36,475	\$1,459
Victor Elementary School District – 2 full term	34,057	\$1,362
Victor Valley Community College District – 2 full term (shared w/Los Angeles Co.)	152,162	\$6,086
Victor Valley Union High School District – 2 full term and 1 short term	53,432	\$2,137
Yucaipa-Calimesa Joint Unified School District – 3 full term (shared w/Riverside Co.)	26,922	\$1,077

V. PAYMENT OF FEES FOR CANDIDATE STATEMENT

B. Table of Estimated Costs for Special Districts (continued)

SPECIAL DISTRICT	Voters	Estimated Cost \$.04 per Voter
Apple Valley Fire Protection District – 3 full term	38,510	\$1,540
Bear Valley Community Healthcare District – 3 full and 1 short term	9,570	\$383
Big Bear Airport District – 3 full term	9,570	\$383
Big Bear City Community Services District – 2 full & 1 short term	6,045	\$250
Big Bear Municipal Water District (Vote By Division)		
Division 4 – 1 full term	1,875	\$250
Division 5 – 1 full term	1,996	\$250
Big River Community Services District – 3 full term	424	\$250
Chino Basin Water Conservation District (Vote By Division)		
Division 2 – 1 full term	28,771	\$1,151
Division 3 – 1 short term	18,715	\$750
Division 4 – 1 full term	17,549	\$702
Division 5 – 1 full term	21,738	\$870
Division 6 – 1 full term	26,505	\$1,060
Crestline-Lake Arrowhead Water Agency Div. 2 – 1 To fill a Vacancy	2,350	\$250
Cucamonga Valley Water District – 3 full term	93,782	\$3,751
East Kern Healthcare District – 3 full and 1 short term (shared w/Kern Co.)	52	\$250
Hesperia Recreation and Park District – 2 full term	35,706	\$1,428
Hi-Desert Memorial Healthcare District – 3 full term	23,135	\$925
Hi-Desert Water District – 2 full term	10,880	\$435
Indian Wells Valley Water District – 3 full and 1 short term (shared w/Kern Co.)	99	\$250
Inland Empire Utilities Agency (Vote By Division)		
Division 1 – 1 full term	62,984	\$2,519
Division 5 – 1 full term	88,374	\$3,535
Joshua Basin Water District – 3 full and 1 short term	3,933	\$250

V. PAYMENT OF FEES FOR CANDIDATE STATEMENT

SPECIAL DISTRICT	Voters	Estimated Cost \$.04 per Voter
Mojave Water Agency (Vote By Division)		
Division 1 – 1 full term	27,352	\$1,094
Division 3 – 1 full term	30,538	\$1,222
Division 5 – 1 full term	27,392	\$1,096
Division 7 – 1 full term	24,202	\$968
Monte Vista Water District – 3 full term	18,205	\$728
Rand Communities Water District – 2 full term (shared w/Kern Co.)	53	\$250
Rubidoux Community Services District – 3 full and 1 short term (shared w/Riverside Co.)	0	\$250
San Bernardino Mountains Community Hospital District – 2 full and 1 short term	10,133	\$405
San Bernardino Valley Municipal Water District (Vote By Division)		
Division 1 – 1 full term	48,504	\$1,940
Division 2 – 1 full term (shared w/Riverside Co.)	42,555	\$1,702
San Geronio Pass Water Agency (Vote At Large & By Division) (shared w/Riverside Co.)	0	\$250
Division 1 – 1 full term		
At Large #1		
Yermo Community Services District – 2 full and 1 short term	649	\$250
Yucaipa Valley Water District (Vote By Division)		
Division 1 – 1 full term	5,853	\$250
Division 4 – 1 full term (shared w/Riverside Co.)	5,319	\$250

VI. FAIR POLITICAL PRACTICES COMMISSION FILINGS

The Fair Political Practices Commission requires some candidates to file the following forms under specific circumstances

A. Statement of Economic Interest Form 700

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file *Statement of Economic Interests Form 700* no later than the final filing date for their Declaration of Candidacy. Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents. Exception: A statement is not required if you filed any statement (other than a leaving office statement) for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

[Government Code. §87302.3](#)

B. Additional Fair Political Practices Commission Filing Forms

The following list of Financial Disclosure and post Qualification Forms may be required. Please refer to the instructions for filing included with the form for requirements and filing locations. These forms can be submitted through the Elections Office.

- **Form 501 Candidate Statement of Intention and Campaign Contributions**
- **Form 410 Statement of Organization**
- **Form 460 Recipient Committee Campaign Statement**
- **Form 470 Officeholder and Candidate Campaign Statement-Short Form**
- **Form 470 Supplement**
- **Form 496 Late Independent Expenditure Report**
- **Form 497 Late Contribution Report**

VII. CAMPAIGN LAWS AND REGULATIONS

The codes below may be of interest to candidates; therefore, the San Bernardino County Elections Office has cited some useful codes for candidates to reference.

The statute number following the (§) symbol references the corresponding Election Code

A. Campaign Literature

- § 18301 Printing of simulated sample ballots.
- § 18302 Distribution of precinct polling place information.
- § 18303 Mass mailing penal provisions.
- § 18304 Use of seal in campaign literature is misdemeanor.

B. Political Meetings

- § 18340 Threats, intimidations, or violence.

C. Misrepresentation of Candidates

- § 18350 Misleading of voters; incumbency; public officer.
- § 18351 False statements in candidate statement; fine.

D. Electioneering

- § 18370 Electioneering within 100 feet of a polling place.
No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:
 - (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
 - (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

- § 18371 Electioneering during vote by mail period.

VII. CAMPAIGN LAWS AND REGULATIONS

E. Truth in Endorsement Laws

- § 20001 Legislature's findings.
- § 20006 Restraining order or injunction.
- § 20007 Representation requirements.
- § 20008 Political advertisement requirements.
- § 20009 Simulated ballot requirements.

F. Fair Campaign Practices

- § 20400 Intent of legislature.
- § 20420 Definition of "Code".
- § 20440 Subscription to code; form.
- § 20441 Supply of forms.
- § 20442 Retention of forms; public inspection.
- § 20443 Public record.
- § 20444 Voluntary.

G. Libel and Slander

- § 20500 Election campaigns; libel and slander.
- § 20501 Persons liable.
- § 20502 Libel or slander action brought by candidate.

(California Government Codes)

H. Mailings

- § 82041.5 Mass mailing.
- § 84305 Mass mailings; requirements.
- § 84305.5 Slate mailers; requirements.
- § 84310 Telephone calls supporting or opposing a candidate or ballot measure; expenditure of campaign funds.
- § 89001 Newsletter or mass mailing.

The statute number following the (§) symbol references the corresponding Election Code

VIII. POLITICAL SIGN REGULATIONS

The following guidelines pertaining to the posting of temporary political signs in San Bernardino County areas are provided to be of assistance. For more detailed information, or updates, contact your local Code Enforcement office.

A. Definition of Temporary Political Signs:

1. The name or picture of an individual seeking election or appointment to a public office.
2. Relates to a forthcoming public election or referendum.
3. Advocates a person, group, or party's political views or policies.

B. Permitted Uses of Temporary Political Signs:

1. Such political signs shall be removed within thirty (30) days after the same election.
2. Such political signs shall have a maximum area of eight (8) square feet in residential land use districts and thirty-two (32) square feet in all other land use districts, unless such sign is an accessory (e.g. campaign headquarters) or primary sign permitted by this chapter.
3. Such political signs shall not be erected within any street intersection, clear, sight triangle or at any location where the sign may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
4. Such political signs shall not be nailed or affixed to any tree, fence post or public utility pole and shall not be located in the public right-of way, parkway or on publicly owned land.

C. San Bernardino County Right of Ways

Political signs may NOT be placed on or within San Bernardino County flood control or road rights of way.

D. State Political Signs Regulations

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. Each candidate receives an informational form letter and the Department of Transportation's "Statement of Responsibility Form". If a candidate requires additional information, they can contact the Department of Transportation office at 464 West 4th Street, San Bernardino, CA 92401. Telephone number is (866) 383-4631 or (909) 383-4631.

VIII. POLITICAL SIGN REGULATIONS

E. Statement of Responsibility for Temporary Political Signs

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements. Temporary Political Signs must meet the following criteria:

- Encourages a particular vote in a scheduled election.
- Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- Is no larger than 32 square feet.
- Has had a Statement of Responsibility filed with the Department of Transportation certifying a person who will be responsible for removing the sign.

Completed forms must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

F. County Code Enforcement Offices

Candidates should contact the following offices for specific political sign restrictions in these communities:

1. ONTARIO

2314 South Mountain Avenue, Suite E
Ontario, CA 91762
Phone: (909) 458-1540 Fax: (909) 458-1500
Serving the areas of Alta Loma, Bloomington, Chino, Fontana, Mt. Baldy, Montclair, Ontario, Rancho Cucamonga, Rialto, and Upland.

2. SAN BERNARDINO

385 North Arrowhead Avenue
San Bernardino, CA 92415-0181
Phone: (909) 387-4044 Fax: (909) 387-4243
Serving the areas of Angeles Oaks, Barton Flats, Big Bear City, Blue Jay, Cajon, Colton, Crestline, Del Rosa, Devore, Forest Falls, Grand Terrace, Highland, Lake Arrowhead, Loma Linda, Lytle Creek, Mentone, Muscoy, Oak Glen, Redlands, Running Springs, San Bernardino, Twin Peaks and Yucaipa.

3. VICTORVILLE

15456 W. Sage Street
Victorville, CA 92392
Phone: (760) 843-4363 Fax: (760) 843-4365
Serving the areas of Adelanto, Apple Valley, Baker, Baldy Mesa, Barstow, El Mirage, Harvard, Hesperia, Hinkley, Lenwood, Lucerne Valley, Needles, Oak

VIII. POLITICAL SIGN REGULATIONS

Hills, Phelan, Pinon Hills, Spring Valley Lake, Trona, Twentynine Palms, Victorville, Wrightwood, and Yermo.

4. YUCCA VALLEY

57407 Twenty-Nine Palms Outer Highway South

Yucca Valley, CA 92284

Phone: (760) 228-5430 Fax: (760) 228-5449

Serving the areas of Amboy, Cadiz, Johnson Valley, Joshua Tree, Landers, Ludlow, Pioneer Town, Twenty-Nine Palms, Wonder Valley, and Yucca Valley.

G. City Political Signs Regulations

The placement of signs within city limits is regulated by each city respectively. Listed below is contact information for each city code enforcement office within San Bernardino County. Please contact them directly if you have any questions.

Adelanto (760) 246-2300 x3104	Grand Terrace (909) 430-2229	Redlands (909) 335-4737
Apple Valley (760) 240-7560	Hesperia (760) 947-1711	Rialto (909) 820-2636
Barstow (760) 255-5155	Highland (909) 864-6861 x201	San Bernardino (909) 384-5205
Big Bear Lake (909) 866-5831	Loma Linda (909) 799-2800	Twentynine Palms (760) 367-6799
Chino (909) 591-9809	Montclair (909) 447-3540	Upland (909) 946-9333
Chino Hills (909) 364-2757	Needles (760) 326-5700 x328	Victorville (760) 955-5104
Colton (909) 370-5114	Ontario (909) 395-2007	Yucaipa (909) 797-2489 x245
Fontana (909) 350-7686	Rancho Cucamonga (909) 477-2712	Yucca Valley (760) 369-6575

IX.SAN BERNARDINO COUNTY ELECTIONS OFFICE SERVICES

The San Bernardino County Elections office will provide information and support for candidates. The following highlights are services that are offered:

Per confidentiality laws of 1995, voter information is confidential; however, there are specific permissible exceptions to the law. The California Administrative Code, Title 2, Division 7, Chapter 1, Article 1, Sections 19003, 19004, & 19005 specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or the Election Office. Prohibited usage includes commercial purposes and solicitations of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

A. Public Viewing Terminals

The voter registration database may be viewed from a public terminal in the lobby area of the San Bernardino County Elections Office. The public viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. The public terminal screen does not reveal confidential voter registration information. Confidential information includes such items as: residential street address, telephone number, precinct number, occupation, driver's license number and the last four digits of a social security number.

B. Confidential Viewing Terminals

Viewing of the confidential voter registration database is only available at the San Bernardino County Elections Office. To view the confidential voter registration database, you will be required to provide identification and complete an Application for Voter Information. The confidential viewing terminal is available during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

C. Purchasing Voter Information:

Voter information and maps are available for purchase at the San Bernardino County Elections Office. You must present a valid picture ID the first time you place an order. If you do not want to come into our office, please contact the San Bernardino County Elections Office at (909) 387-8300 for instructions. When purchasing voter information, you will be asked to complete an "Application for Voter Information" and explain why you need this information. You must pay for your order in advance. Our office will call you when your order is ready for pickup. Orders are processed in the order they are received. Generally, there is a three business day turnaround.

IX.SAN BERNARDINO COUNTY ELECTIONS OFFICE SERVICES

D. Additional Services Offered:

1. Voter file
 - a. Multi-purpose voter text file (cd)

The information included in this file: Voters last, first and middle name. Complete residential address, mailing address (if provided), Party affiliation, registration date, phone number and e-mail address (if provided), permanent voter status (Y or N), voting history (Note: the default is the last 20 elections)
 - b. Mailing labels (in print or on cd)
 - c. Walking index (in print or on cd)
 - d. Voter list (in print or on cd)
2. Polling place list (on our website)
3. Precinct to district file (on our website and updated every Monday)
4. District summary (on our website and updated every Monday)
5. Statement of votes cast (on our website)
6. Various precinct maps
7. Labels are printed in precinct order, by voter name and mailing address or, if no mailing address, then by residence address.
8. Walking Index list of voters by alpha street name and then house number. It also contains the voter's party affiliation and phone number (if given). This report contains no voter history.
9. Voter List of voter by alpha last name. Report contains residence address, mailing address (if requested), party affiliation, and phone number (if given). Report can include history for 5 elections.

X. RESOURCE CONTACT LIST

Provided below is a quick reference of telephone numbers and Internet addresses to assist you with questions you may have during your campaign.

San Bernardino County Election Office	www.sbcountyelections.com
	909-387-8300 or 800-881-8683
	909-387-2022 (fax)
Fair Political Practices Commission	www.fppc.ca.gov
Technical Assistance Division	866-275-3772
Enforcement Division	916-322-5660
Toll Free "Tip Line"	800-561-1861
Secretary of State	www.sos.ca.gov
Election Division	916-657-2166
Information & Election Fraud Hot-Line	800-345-8683
Political Reform Division	916-653-6224
California Legislative Information	www.leginfo.ca.gov

[illegible]



San Bernardino County
777 East Rialto Avenue
San Bernardino, CA 92415-0770
(909) 387-8300 Office (909) 387-2022 Fax
www.sbcountyelections.com

The information contained in this guide is for general purposes only and does not have the force and effect of law, regulation, or rule. In case of conflict, the law, regulation, or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law.